



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890818-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Special Instructional Programs Compensatory Education Division Migrant and English to Speakers of Other Languages [ESOL] Unit, Suite 1962 Twin Towers East, Atlanta, GA. Working Title 30334	Application Number	89-097
Application Number		Date Received	Date Completed
		AUG 18 1989	OCT - 2 1989
2. Person to Contact Beth Arnow		Telephone Number (404) 656-4995	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1980      to Date		5. Records Series Title (followed by title used in office; if different) Bilingual Education State Agency Grant Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The primary purpose of the Division of Compensatory Education is the administration of two programs funded by the Quality Basic Education (QBE) Act, Remedial Education and English to Speakers of Other Languages [ESOL] and five programs funded by federal funds, Chapter 1, Migrant Education, Bilingual Education, Emergency Immigrant Education Assistance, Refugee Assistance and Homeless. The staff of this division provides technical assistance for the development of required plans and applications, pre-monitoring visits and in-service for staff. They also monitor compliance of state and federal requirements and disseminate information from state and federal agencies. The Migrant/ESOL Programs Unit administers federal grant funds which serve migrant, refugee and immigrant children. Through the Bilingual Education State Agency Grant, the state agency collects data on the numbers of language minority and limited English proficient students in Georgia's public and private schools.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering the Bilingual Education Program and collecting data on numbers of language minority and limited English proficient students in Georgia's schools. Included are: State Plan, grant awards, correspondence to and from U.S. Dept. of Education, documentation of program activities (including training workshops), fiscal reports, data collection instruments from local education agencies, and applicable laws and regulations. Some data is stored on computer (WANG PC). <div style="text-align: right;">RECEIVED GOVERNMENT SERVICES DIVISION AUG 18 1989</div>			
File is arranged: Data Collection is arranged chronologically by fiscal year, thereunder alphabetically by system. Other files arranged chronologically by fiscal year, thereunder alphabetically by subject.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>4</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/4</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____ Total current accumulation: 2 letter-size drawers			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy. Status of Limited English Proficient Students in Georgia Public Schools
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Federal Report
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	5	years.
b. Statute of limitation	0	years.	e. Administrative need	2	years.
c. Federal law	5	years.	f. Federal retention instructions	5	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.  
PL 100-297, Title VII, Part B, Sec. 703.2  
34 CFR 75.734, 34 CFR 204.3

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then  
☒ Transfer to local holding area; hold 5 year(s); then  
☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

**\*\*NOTE\*\*** Except for System Data Collection Instruments: Hold in Current Files Area for 10 years; then destroy. Information is used for trend data.

Except for State Plan:  
Department of Education will remove the State Plan from record series and transfer to the State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Lorman</i>	8-15-89	<i>Yickie Baker</i>	08/15/89
890818-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>W. F. Little</i>	10-2-89
		Secretary of State/Designee	Date
		<i>Edward Weldon</i>	9/25/89
		Governor Attorney General/Designee	Date
		<i>W. H. Rogers</i>	9/25/89